
Departmental Quarterly Performance Report

Miami-Dade Housing Agency

**Reporting Period:
FY 2002-03
4th Quarter**

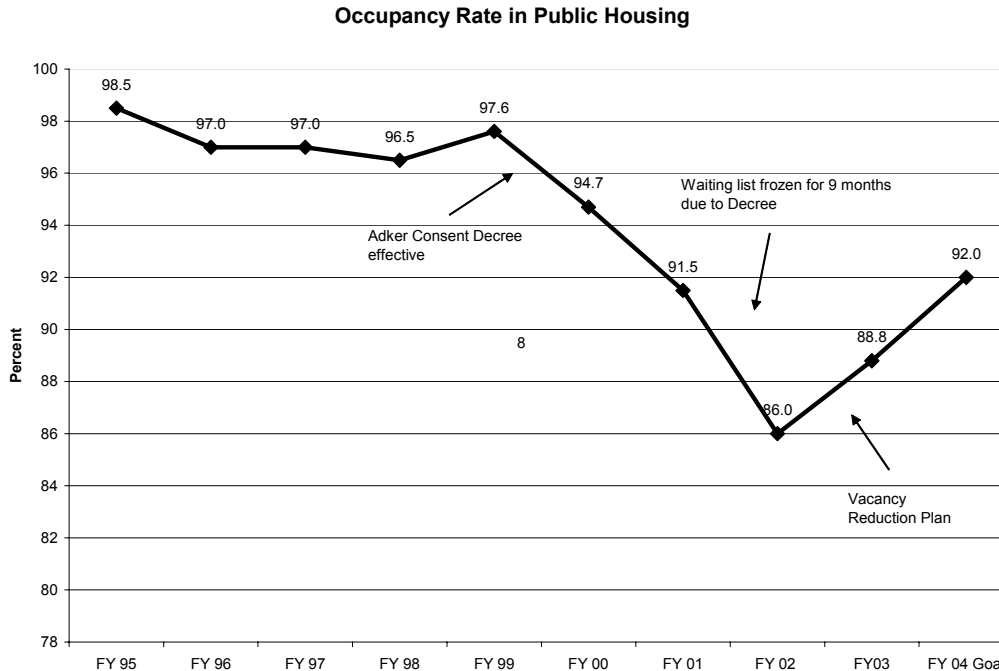
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MAJOR PERFORMANCE INITIATIVES

County Mgr. Priority (Bold One): *People* **Service** *Technology* *Fiscal Responsibility*

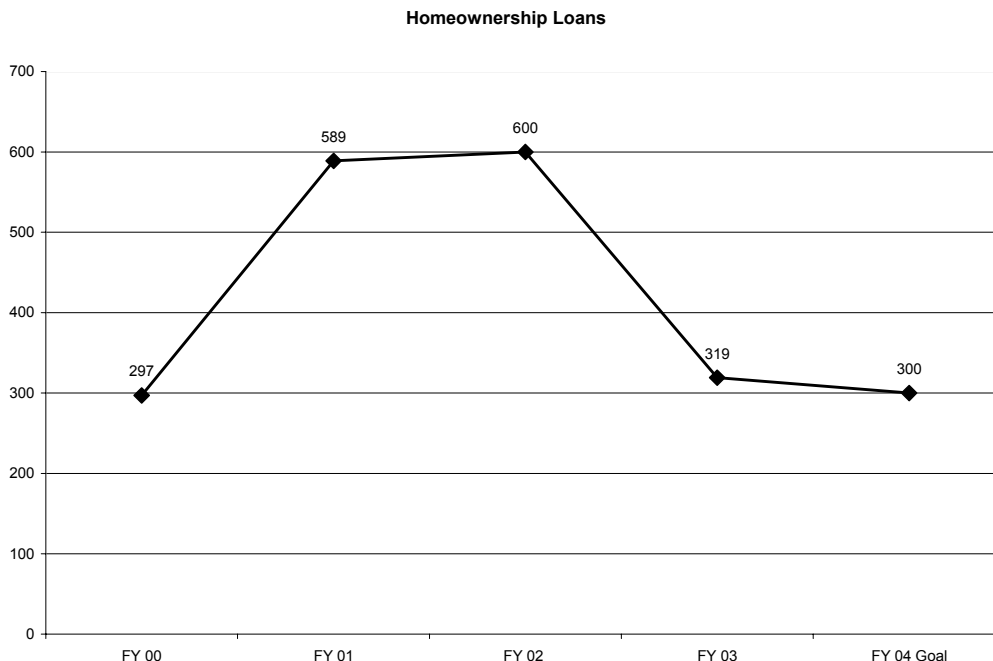
Achieve a 95% occupancy rate in public housing



☒ *Strategic Plan*
☒ *Business Plan*
☐ *Budgeted Priorities*
☒ *Customer Service*
☐ *ECC Project*
☐ *Workforce Dev.*
☐ *Audit Response*
☐ *Other* _____
(Describe)

County Mgr. Priority (Bold One): *People* **Service** *Technology* *Fiscal Responsibility*

Issued 247 home ownership loans valued at \$9.3 million, 62 home rehabilitation loans valued at \$947,000 and 34 multi-family loans valued at \$20.5 million through the affordable housing program from October 2002 through March 2003



☒ *Strategic Plan*
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<p>County Mgr. Priority (Bold One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Achieve a 95% lease-up rate in Private Rental Housing Agency</p> <p style="text-align: center;">Section 8 Average Lease-up Rate</p> <table border="1"> <caption>Section 8 Average Lease-up Rate Data</caption> <thead> <tr> <th>Year</th> <th>Percent</th> </tr> </thead> <tbody> <tr> <td>1999</td> <td>90.0</td> </tr> <tr> <td>2000</td> <td>83.9</td> </tr> <tr> <td>2001</td> <td>89.0</td> </tr> <tr> <td>2002</td> <td>87.7</td> </tr> <tr> <td>2003</td> <td>100.8</td> </tr> <tr> <td>04 Goal</td> <td>100.0</td> </tr> </tbody> </table>	Year	Percent	1999	90.0	2000	83.9	2001	89.0	2002	87.7	2003	100.8	04 Goal	100.0	<p><input checked="" type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input checked="" type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____</p> <p style="text-align: center;">(Describe)</p>
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<p>County Mgr. Priority (Bold One): <i>People</i> Service <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Bids for demolition of Sector I of the Scott Homes Development were received and a recommendation for award was made to the County Manager. The lowest bidder withdrew and forfeited its bond. The second lowest bidder was contacted and its contract is being processed. This is part of the Housing Opportunities for People Everywhere (HOPE VI) redevelopment project: 78 percent of units have been vacated, 61 percent of the residents relocating selected Section 8 vouchers; temporary plat for Sector 1 has been submitted incorporating T-Plat Committee comments..</p>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____</p> <p style="text-align: center;">(Describe)</p>														
<p>County Mgr. Priority (Bold One): People <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>The Beautification Program in the HOPE VI target area continues to be successful with the second phase underway. To date 421 homes have been beautified and 29 small contractors have been certified. Developers in the award winning Infill Program are being encouraged to use these newly certified contractors in the construction of new homes.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____</p> <p style="text-align: center;">(Describe)</p>														
<p>County Mgr. Priority (Bold One): People <i>Service</i> <i>Technology</i> <i>Fiscal Responsibility</i></p> <p>Reviewed 354 properties through this fiscal year; part of the funding for this program came in spring 2002 with a \$5 million revolving loan from Fannie Mae; full repayment of the initial loan will be made by December 2003; it is anticipated that this revolving loan will be increased to \$10 million this winter; repayments will be made with revenue from the funded projects with Surtax revenues pledged as a secondary source of repayment pending completion of loan projects. No bids or conveyances were completed during the fourth quarter of this fiscal year.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i></p> <p><input checked="" type="checkbox"/> <i>Business Plan</i></p> <p><input type="checkbox"/> <i>Budgeted Priorities</i></p> <p><input checked="" type="checkbox"/> <i>Customer Service</i></p> <p><input type="checkbox"/> <i>Workforce Dev.</i></p> <p><input type="checkbox"/> <i>ECC Project</i></p> <p><input type="checkbox"/> <i>Audit Response</i></p> <p><input type="checkbox"/> <i>Other</i> _____</p> <p style="text-align: center;">(Describe)</p>														

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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
	679	833	680	153	687	146	725	108	713	120

Notes:

B. Key Vacancies

Key positions are filled. With new budget year, a number of full-time vacancies will be eliminated as part of the new budget. With new TO, MDHA will begin the year with 4 percent attrition, or only 33 full-time vacant positions.

C. Turnover Issues

Turnover is normal, but recruitment has been slowed due to hiring freeze.

D. Skill/Hiring Issues

Key hiring issues were resolved last year for maintenance mechanics and compliance and leasing specialists with permission granted to hire at Step 5.

E. Part-time, Temporary and Seasonal Personnel

Part-time: Current Budget: 165 with accelerated vacancy reduction teams; filled 109. Part-time positions will be reduced during the next fiscal year.

Temporary Personnel: Approximately 20, a reduction of 70 personnel from earlier in the year.

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FINANCIAL SUMMARY

(All Dollars in Thousands)

*	PRIOR YEAR Actual	CURRENT FISCAL YEAR 2002-03						
		Total Annual Budget	4th Quarter*		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues								
♦ Surtax	\$77,580	\$87,286	\$9,572	\$4,646	\$87,286	\$37,845	\$49,441	43%
♦ SHIP*	21,179	13,174	2,793	942	13,174	22,099	(8,924)	168%
♦ Section 8	106,554	132,054	33,014	42,260	132,054	131,002	1,052	99%
♦ Housing	64,818	61,660	15,415	17,565	61,660	67,305	(5,645)	108%
♦ Other	8,816	3,504	876	1,452	3,504	3,645	(141)	104%
Total	\$278,947	\$297,678	\$61,670	\$66,865	\$297,678	\$261,896	\$35,783	88%
Expense*								
Personnel	\$41,003	\$43,418	\$10,855	\$10,161	\$43,418	\$42,517	\$901	98%
Operating	162,490	253,448	63,362	50,349	253,448	175,253	78,195	69%
Capital	4,627	812	203	402	812	2,737	(1,925)	337%
Total	\$208,120	\$297,678	\$74,420	\$60,912	\$297,678	\$220,507	\$77,717	74%

- Fourth quarter figures are preliminary, since final closeout of the financials is expected by mid-November. SHIP funds have been adjusted based on various accounting entries made by the Finance Department over the course of the year.

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Surtax	\$17,214	\$12,214	\$14,579	\$14,621	\$12,174
SHIP	14,975	14,975	18,939	17,022	17,234
Total	\$32,189	\$32,189	\$33,518	\$31,643	\$29,408

Comments:

Surtax revenue for the year is lower than budgeted because actual carryover was about \$30 million less than budgeted. The opposite occurred with SHIP where actual carryover exceeded budgeted by about \$13 million. Housing revenue is slightly above budget due to the transfer of CFP administrative funds from capital to the operating budget. The operating expense line reflects lower loan rates due to fewer dollars available for loans through the Surtax program. Capital is high due to unanticipated replacement vehicle purchases.

STATEMENT OF PROJECTION AND OUTLOOK

Overall the department stayed within authorized spending levels. With federal funding cuts and mandated personnel and other cost increases, MDHA faces difficult challenges in providing continuing high levels of services with existing staffing levels. It is apparent that MDHA must

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review its operational systems to match new funding realities and service demands. These issues will be addressed in the first quarter of the new fiscal year.

Notes and Issues:

Future issues are related to vacancy reduction plans and related financing, improving the internal management of the Section 8 program to match its achievement in the lease up rate, identifying new operating dollars and securing capital funds to improve affordable housing, rehabilitation and other agency goals.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Signature

Department Director

Date_____